

Scrutiny Panel Meeting

**Grand Jury Room, Town Hall, High Street,
Colchester, CO1 1PJ**

Wednesday, 05 February 2020 at 18:00

The Scrutiny Panel examines the policies and strategies from a borough-wide perspective and ensure the actions of the Cabinet accord with the Council's policies and budget. The Panel reviews corporate strategies that form the Council's Strategic Plan, Council partnerships and the Council's budgetary guidelines, and scrutinises Cabinet or Portfolio Holder decisions which have been called in.

Information for Members of the Public

Access to information and meetings

You have the right to attend all meetings of the Council, its Committees and Cabinet. You also have the right to see the agenda (the list of items to be discussed at a meeting), which is usually published five working days before the meeting, and minutes once they are published.

Dates of the meetings are available here:

<https://colchester.cmis.uk.com/colchester/MeetingCalendar.aspx>.

Most meetings take place in public. This only changes when certain issues, for instance, commercially sensitive information or details concerning an individual are considered. At this point you will be told whether there are any issues to be discussed in private, if so, you will be asked to leave the meeting.

Have Your Say!

The Council welcomes contributions and representations from members of the public at most public meetings. If you would like to speak at a meeting and need to find out more, please refer to the Have Your Say! arrangements here: <http://www.colchester.gov.uk/haveyoursay>.

Audio Recording, Mobile phones and other devices

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Access

There is wheelchair access to the Town Hall from St Runwald Street. There is an induction loop in all the meeting rooms. If you need help with reading or understanding this document please take it to the Library and Community Hub, Colchester Central Library, using the contact details below and we will try to provide a reading service, translation or other formats you may need.

Facilities

Toilets with lift access, if required, are on each floor of the Town Hall. A water dispenser is available on the first floor.

Evacuation Procedures

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Colchester, CO1 1JB

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www.colchester.gov.uk

Scrutiny Panel – Terms of Reference

1. To fulfil all the functions of an overview and scrutiny committee under section 9F of the Local Government Act 2000 (as amended by the Localism Act 2011) and in particular (but not limited to):

- (a) To review corporate strategies;
- (b) To ensure that actions of the Cabinet accord with the policies and budget of the Council;
- (c) To monitor and scrutinise the financial performance of the Council, performance reporting and to make recommendations to the Cabinet particularly in relation to annual revenue and capital guidelines, bids and submissions;
- (d) To review the Council's spending proposals to the policy priorities and review progress towards achieving those priorities against the Strategic and Implementation Plans;
- (e) To review the financial performance of the Council and to make recommendations to the Cabinet in relation to financial outturns, revenue and capital expenditure monitors;
- (f) To review or scrutinise executive decisions made by Cabinet, the North Essex Parking Partnership Joint Committee (in relation to decisions relating to off-street matters only) and the Colchester and Ipswich Joint Museums Committee which have been made but not implemented referred to the Panel pursuant to the Call-In Procedure;
- (g) To review or scrutinise executive decisions made by Portfolio Holders and officers taking key decisions which have been made but not implemented referred to the Panel pursuant to the Call-In Procedure;
- (h) To monitor the effectiveness and application of the Call-In Procedure, to report on the number and reasons for Call-In and to make recommendations to the Council on any changes required to ensure the efficient and effective operation of the process;
- (i) To review or scrutinise decisions made, or other action taken, in connection with the discharge of functions which are not the responsibility of the Cabinet;
- (j) At the request of the Cabinet, to make decisions about the priority of referrals made in the event of the volume of reports to the Cabinet or creating difficulty for the management of Cabinet business or jeopardising the efficient running of Council business;

2. To fulfil all the functions of the Council's designated Crime and Disorder Committee ("the Committee") under the Police and Justice Act 2006 and in particular (but not limited to):

- (a) To review and scrutinise decisions made, or other action taken, in connection with the discharge of those functions by the responsible authorities of their crime and disorder functions;
- (b) To make reports and recommendations to the Council or the Cabinet with respect to the discharge of those functions.

COLCHESTER BOROUGH COUNCIL
Scrutiny Panel
Wednesday, 05 February 2020 at 18:00

The Scrutiny Panel Members are:

Councillor Beverly Davies
Councillor Kevin Bentley
Councillor Tina Bourne
Councillor Paul Dundas
Councillor Chris Hayter
Councillor Mike Hogg
Councillor Sam McCarthy
Councillor Lorcan Whitehead

Chairman
Deputy Chairman

The Scrutiny Panel Substitute Members are:

All members of the Council who are not Cabinet members or members of this Panel.

AGENDA
THE LIST OF ITEMS TO BE DISCUSSED AT THE MEETING
(Part A - open to the public)

Please note that Agenda items 1 to 5 are normally dealt with briefly.

1 Welcome and Announcements

The Chairman will welcome members of the public and Councillors and remind everyone to use microphones at all times when they are speaking. The Chairman will also explain action in the event of an emergency, mobile phones switched to silent, audio-recording of the meeting. Councillors who are members of the committee will introduce themselves.

2 Substitutions

Councillors will be asked to say if they are attending on behalf of a Committee member who is absent.

3 Urgent Items

The Chairman will announce if there is any item not on the published agenda which will be considered because it is urgent and will explain the reason for the urgency.

4 Declarations of Interest

Councillors will be asked to say if there are any items on the agenda about which they have a disclosable pecuniary interest which would prevent them from participating in any discussion of the item or

participating in any vote upon the item, or any other pecuniary interest or non-pecuniary interest.

5 Minutes of Previous Meeting

There are no minutes for approval at this meeting.

6 Have Your Say!

The Chairman will invite members of the public to indicate if they wish to speak or present a petition on any item included on the agenda or any other matter relating to the terms of reference of the meeting. Please indicate your wish to speak at this point if your name has not been noted by Council staff.

7 Decisions taken under special urgency provisions

The Councillors will consider any decisions by the Cabinet or a Portfolio Holder which have been taken under Special Urgency provisions.

8 Cabinet or Portfolio Holder Decisions called in for Review

The Councillors will consider any Cabinet or Portfolio Holder decisions called in for review.

9 Items requested by members of the Panel and other Members

(a) To evaluate requests by members of the Panel for an item relevant to the Panel's functions to be considered.

(b) To evaluate requests by other members of the Council for an item relevant to the Panel's functions to be considered.

Members of the panel may use agenda item 'a' (all other members will use agenda item 'b') as the appropriate route for referring a 'local government matter' in the context of the Councillor Call for Action to the panel. Please refer to the panel's terms of reference for further procedural arrangements.

10 Task and Finish Groups at Colchester Borough Council

7 - 32

This report provides information on the task and finish groups operated by Colchester Borough Council and provides the opportunity for the Scrutiny Panel to question and consider best practice and potential ways in which the efficacy of present and future task and finish groups can be maximised.

11 Work Programme 2019/20

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This report sets out the current Work Programme 2019-2020 for the Scrutiny Panel. This provides details of the reports that are scheduled for each meeting during the municipal year.

12 **Exclusion of the Public (Scrutiny)**

In accordance with Section 100A(4) of the Local Government Act 1972 and in accordance with The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).

Part B **(not open to the public including the press)**

5 February 2020

| | | | |
|-----------------------|---|---------------|--------------------------------|
| Report of | Assistant Director, Corporate and Improvement Services | Author | Owen Howell ☎ 282518 |
| Title | Task and Finish Groups at Colchester Borough Council | | |
| Wards affected | Not Applicable | | |

1. Executive Summary

- 1.1 This report provides information on the task and finish groups operated by Colchester Borough Council and provides the opportunity for the Scrutiny Panel to question and consider best practice and potential ways in which the efficacy of present and future task and finish groups can be maximised.
- 1.2 The lead officer and Chairman or Deputy Chairman for each group will be present to discuss how their groups operate. A questionnaire has also been provided to each group and the feedback gathered from this has been included in the report's appendices.

2. Actions Required

- 2.1 To consider and examine the functioning and output of task and finish groups at Colchester Borough Council.
- 2.2 To make recommendations to Cabinet as to ways in which task and finish groups can maximise their effectiveness and efficiency. This can include recommendations relating to how and when such groups are formed, and the drafting and content of their terms of reference.

3. Reason for Scrutiny

- 3.1 The Scrutiny Panel has resolved to scrutinise the working practices and progress made by the three task and finish groups in operation at the Council.

4. Background Information

- 4.1 At its meeting on 15 October, the Scrutiny Panel discussed potential areas of Council activity which could be brought to the Panel for scrutiny. At this meeting, members suggested and agreed that the operation and outcomes from the Council's task and finish groups would be a suitable subject for the Panel to scrutinise.
- 4.2 The Council's task and finish groups are time-limited sub-groups of elected members which examine a defined subject or area of operations with the aim of delivering specified objectives/tasks. Once a group's objective has been achieved, the intention is that it should then be disbanded.
- 4.3 All current task and finish groups were set up at the direction of the Cabinet, with Cabinet setting draft terms of reference, membership and scoping for each group. There is, however, precedent for groups to be set up by other committees and panels of the Council, as shown below at 4.6.
- 4.4 There is currently no codified procedure or protocol governing the setting up or use of task and finish groups. Some local authorities choose to lay down guidance as to the setting up and operating of task and finish groups, most commonly as sub-groups of their scrutiny and oversight committees. Although this mostly occurs in unitary or county/upper-tier councils, where scrutiny bodies have greater resources and duties, it should be noted that the Council's Constitution does specify that the Scrutiny Panel may form task and finish groups, and that all formal committees and panels (including Cabinet) may form 'ad hoc forums' for purposes they specify. Links to a range of examples can be found in the 'Background Documents' section of this report.
- 4.5 Each current group has a lead officer, from the senior management team, and a Chair appointed by the group's members. The three task and finish groups currently in operation are:
- Alternative Methods of Service Delivery
Chair: Councillor Martyn Warnes
Lead Officer: Dan Gascoyne, Chief Operating Officer
 - Heritage and Tourism
Chair: Councillor Lyn Barton
Lead Officer: Lucie Breadman, Assistant Director – Communities
 - Conservation and Environmental Sustainability
Chair: Councillor Mark Cory
Lead Officer: Rory Doyle, Communities Group Manager

Each group is supported by a range of officers with relevant expertise and receives secretarial and administrative support from a Democratic Services Officer.

- 4.6 Previous task and finish groups have included:
- 20 mph: 2009-2014, reported to Policy, Review and Development Panel;
 - Alcohol Consumption: 2012-2014, reported to Council;
 - Future of the Magistrates' Court: 2011-2012, reported to Cabinet;

- Older Persons' Accommodation: 2011-2012, reported to Policy, Review and Development Panel;
- Technology and Improvements in Community Engagement: 2012-2013, reported to Cabinet;
- Waste Prevention and Recycling Options Appraisal: 2011-2016, report to Cabinet.

4.7 Task and finish group meetings are not currently open to the public, except by specific invitation or if the group should choose to hold an open meeting. This is an important point where the operation of task and finish groups differs from that of formal Council committees and panels, where the presumption is that these should be open to the public (unless confidential information is to be discussed). This can provide more scope for the consideration of ideas and options and allow a freer and more open debate.

4.8 Whilst meetings of task and finish groups are not generally open to the public, the reports and recommendations produced by these groups are presented at open meetings of the appropriate Council body, such as Cabinet, and can be examined and questioned by Councillors and members of the public. This ensures transparency and accountability regarding the output of such groups. The main exception to this is where recommendations involving exempt information are to be considered in private session.

Possible subjects for the Panel to consider

4.9 There follows a number of potential questions for the Panel to consider, and on which recommendations could be made. This is included as an aid to the Panel's discussion and is not intended to be prescriptive as to the scope of the Panel's consideration of task and finish groups.

4.10 The success of a task and finish group generally hinges on a number of conditions, such as:

- A clear definition of the subject, problem or issue under consideration and how it relates to the Council's strategic objectives.
- A good understanding of the timescale over which the group is to operate, and its intended end date;
- A clear understanding of when and to whom the group should report;
- Appropriate officer resource and support, to enable information and evidence to be gathered effectively, considered and acted upon
- Use of SMART objectives (Specific, Measurable, Achievable, Relevant and Time-bounded).

The Panel may wish to make recommendations on measures to ensure that these conditions are considered and met whenever a task and finish group is founded and operated.

4.11 The Panel may wish to consider whether it would be helpful for a protocol/procedure to be laid out to guide the scoping and formation of future task and finish groups to ensure that the conditions listed above are considered and noted in the scoping exercise, evidencing that this has been carried out. Examples of such protocols can be found via the links provided in the 'Background Papers' section of this report.

- 4.12 Appendix D to this report gives an example of a form which could form part of such a procedure, ensuring that vital details and requirements are recorded so as to give clarity as to the purpose and methodology of any task and finish group which may be set up. This could provide clear focus and help ensure that elected members and officers understand the remit and operation of such groups, and their individual roles in the set-up process and operation of groups.
- 4.13 Some local authorities specifically require that their task and finish groups hold a strategic focus and avoid low-level, operational matters which may be more efficiently examined as individual agenda items by formal committees such as the Scrutiny Panel itself. The Panel may wish to consider whether such an approach should be recommended for use by the Council.
- 4.14 [Milton Keynes Council](#) is an example of local authorities which choose to operate some task and finish groups which are open to the public. This approach has not been adopted by Colchester Borough Council, for the reasons laid out at 4.7 of this report. The Panel may, however, wish to contemplate potential ways in which task and finish groups could show their value to the public, whilst preserving their ability for free and frank discussion between members. This could include the provision of an explanation on the Council's website, in general terms, of how these groups function, and a list of current groups and the final reports and recommendations made by past groups, where appropriate.

5. Equality, Diversity and Human Rights implications

- 5.1 No specific implications relating to human rights or equality and diversity.

6. Standard References

- 6.1 There are no particular references to community safety, health and safety, environmental and sustainability or risk management implications.

7. Strategic Plan References

- 7.1 Whilst there are no specific references to the Council's Strategic Plan 2018-21, the effective use of current and future task and finish groups has the potential to improve progress within the four themes and the priorities of the Plan.

8. Consultation

- 8.1 Feedback and views have been sought from current members of task and finish groups. These have been anonymised and the content included within this report.

9. Publicity Considerations

- 9.1 The Panel may wish to consider the publicity implications of conducting business via task and finish groups which are not open to public attendance or scrutiny, and ways in which useful and positive outcomes from such groups can be communicated to the public.

10. Financial implications

- 10.1 There are no definite financial implications, however members should bear in mind that any recommendations relating to the resourcing and officer support of

task and finish groups are certain to entail financial implications to budgets, as well as an opportunity cost relating to officer time. The Panel may wish to consider what measures could be recommended to ensure that finite resources and officer capacity are not overstretched.

11. Risk Management Implications

- 11.1 There are no particular risk management implications, however the effective and judicious use of task and finish groups can enhance existing mitigations or recommend additional mitigations for risks identified within the strategic and operational risk registers. Groups also have the potential to identify new risks.

Appendices

The following appendices relate to this report. Appendices A - C provide a summary of the task and finish group to which they relate, alongside the initial scoping document used to guide the group's formation, terms of reference, recommendations made, and feedback from its members in response to the questionnaire circulated.

Appendix D is an example of the type of form which could be used to lay out all the relevant details needed for the formation of future task and finish groups and provide clarity as to their purpose, timespan of operation and terms of reference.

Appendix A – Heritage and Tourism Task and Finish Group

Appendix B – Alternative Methods of Service Delivery Task and Finish Group

Appendix C – Conservation and Environmental Sustainability Task and Finish Group

Appendix D – Draft Task and Finish Group set-up form

Background Papers

Colchester Borough Council Constitution: Summary and Explanation (Excerpt from Section 5)

‘The role of overview and scrutiny is performed by the Scrutiny Panel. It allows citizens to have a greater say in Council matters by holding public inquiries or establishing task and finish groups into matters of local concern. These lead to reports and recommendations which advise the Cabinet and the Council as a whole on its policies, budget and service delivery.’

Examples of local authority Task & Finish Group Protocols (hyperlinks provided below):

[Stratford-On-Avon District Council](#)

[Chichester District Council](#)

[Somerset County Council](#)

Examples of local authority guidance given to the public on their use of task and finish groups:

Cheshire East Council [Unitary Authority]

https://www.cheshireeast.gov.uk/council_and_democracy/your_council/overview_and_scrutiny/task_and_finish_groups.aspx

Bristol City Council [Unitary Authority]

<https://www.bristol.gov.uk/how-council-decisions-are-made/scrutiny/methods-of-scrutiny>

Heritage and Tourism Task and Finish Group

Membership: Seven

Meetings held: Seven

Terms of Reference:

- To assess opportunities for further promotion of our heritage assets.
- The group will bring forward new and innovative ideas to Cabinet.
- Resources will be allocated to provide costed and developed business plans for the most suitable schemes.
- Successful projects will promote Civic Pride and increase public engagement in our heritage.

Recommendations made:

| Date of Meeting | Recommendation |
|------------------------|---|
| 15 Oct 2018 | None. |
| 20 Nov 2018 | Recommended to Cabinet to change the town's strapline from "Britain's Oldest Recorded Town" to "Britain's First Roman City and more" |
| 7 Jan 2019 | Officers requested to submit an options appraisal, and long-term development plan, for further works at Gosbecks Archaeological Park. |
| 18 Mar 2019 | Recommended to Cabinet that the budget for signage should be used to renovate the ceramic signs, repair/replace any broken signs and provide bunting/flags and new finger posts. |
| 13 Aug 2019 | None. |
| 8 Oct 2019 | None. |
| 9 Dec 2019 | <p>Recommended that Cabinet review the situation around Claudius Gateway and engage in further talks with Surya Foods and seek to involve the BID in these discussions to try to ensure that the historic site remains open to the public.</p> <p>Recommendation to Cabinet that funding be made available for a feasibility study to determine the extent of works required to renovate Holy Trinity Church.</p> |

Heritage and Tourism Task and Finish Group Scoping Document

| | |
|--|--|
| Task & Finish Group Subject | To assess opportunities for further promotion of Colchester's heritage assets. |
| Start Date | 11 July 2018 |

Terms of Reference

At its meeting on 6 June 2018, Cabinet approved the establishment of Heritage and Tourism Task and Finish Group and the following Terms of Reference were agreed on 11 July 2018:

- To assess opportunities for further promotion of our heritage assets.
- The group will bring forward new and innovative ideas to Cabinet.
- Resources will be allocated to provide costed and developed business plans for the most suitable schemes.
- Successful projects will promote Civic Pride and increase public engagement in our heritage.

Specific questions to be answered or concerns to be addressed

Cabinet indicated that the following areas of exploration would exemplify the work expected of this group:

- Assess the 'lighting up' of certain heritage assets,
- Projects to increase visitor numbers, and
- Schemes to attract external funding and investment.

Relevance to the Strategic Plan and Corporate Priorities

The following Strategic Plan priorities would be supported by the Task and Finish Group:-

- Growth – Help make sure Colchester is a welcoming place for all residents and visitors;
- Opportunity – Promote and enhance Colchester borough's heritage and visitor attractions to increase visitor numbers and to support job creation.

Key Stakeholders, Partners or other agencies involved

Evidence and research to be gathered

Timescales, Communications and Reporting

This group should report to Cabinet every 3 months. It may meet with greater frequency, as agreed by members.

| | |
|--------------------------|--|
| Proposed Chairman | Councillor Darius Laws |
| Members | Councillors: <ul style="list-style-type: none"> • Lyn Barton • Nick Cope • Adam Fox • Patricia Moore • Beverley Oxford • Lee Scordis |
| Lead Officer | Lucie Breadman |

Feedback from a member of the Group

| | |
|---|--|
| Name of Task & Finish Group: | Heritage and Tourism Task and Finish Group |
| <i>Are the Group's Purpose and Terms of Reference clear and understood by its members? Are there any ways in which they could be improved?</i> | |
| They are, but they probably need to be more focused. | |
| <i>What positive outcomes have come from the Group's work so far? [NB Recommendations that have been made will be compiled from meeting minutes and don't need to be listed here]</i> | |
| Very little. Last year it had a budget which was hardly touched. | |
| <i>Are there any changes in how the Group works which could make it more effective?</i> | |
| It needs to give clear and realistic recommendations to Cabinet. | |
| <i>What do you see your role and responsibilities as being, as a member of your task and finish group?</i> | |
| Inputting ideas, making suggestions and contributing to debates. | |
| <i>What are the end-point and final actions envisioned for your Task & Finish Group? When do you expect that your Group will conclude its work?</i> | |
| This is unclear but I would hope that, with more focus, by the end of the municipal year. | |
| <i>What recommendations or advice do you have for any task and finish groups which may be set up in the future?</i> | |
| Remember that the 'finish' is as important as the 'task.' | |
| <i>Please let us have any other comments that you wish to make about the Task and Finish Group.</i> | |
| They need to be well-chaired and kept on track. | |

Alternative Methods of Service Provision Task and Finish Group

Membership: Seven

Meetings held: Five

Terms of Reference:

- To explore alternative methods of service delivery and contracting of services. To provide alternative business plan options for delivery through mutual or cooperative services.
- The group may use other Local Authority examples to examine models of service delivery and carry out peer reviews of services where appropriate.

Recommendations made:

| Date of Meeting | Recommendation |
|-----------------|---|
| 19 Dec 2018 | None |
| 24 Jan 2019 | None |
| 13 Feb 2019 | <p><i>RECOMMENDED</i> to Cabinet: -</p> <p>(a) That Cabinet approves the development of methods to measure and report the Social Value benefits derived from contract spend in line with the Strategic Plan priorities.</p> <p>(b) That Cabinet delegates authority to the Portfolio Holder for Resources to agree priority Social Value measures relevant for this borough and identified by the Group as shown in Appendix 4 to the report to the Task and Finish Group, together with the additional measure identified at the Group's meeting on 24 January 2019 in respect of the number of jobs created for current or ex-armed forces personnel.</p> <p>(c) That Cabinet approves the Group's recommendation that 'local' is defined as North Essex and South Suffolk for the purposes of Social Value measures, and authority to approve the exact boundaries be delegated to the Assistant Director - Policy and Corporate, taking into account travel to work and labour market criteria.</p> <p>(d) That Cabinet considers if an additional Social Value performance measure would be appropriate, after further work has been done to develop effective measurement methods that reflect the Council's priorities.</p> <p>(e) That Cabinet agrees that the Group continues its work by further exploring the options for mutual and co-operative services and returning to a future Cabinet meeting with recommendations about alternative service delivery models.</p> |

| | |
|-------------|------|
| 9 July 2019 | None |
| 1 Oct 2019 | None |

Alternative Methods of Service Delivery Task and Finish Group Scoping Document

| | |
|--------------------------------------|---|
| Task and Finish Group Subject | To explore alternative methods of service delivery and contracting of services. To provide alternative business plan options for delivery through mutual or cooperative services. |
| Start Date | December 2018 |

Terms of Reference

At its meeting on 6 June 2018, Cabinet approved the establishment of Alternative methods of Service Delivery Task and Finish Group and the following Terms of Reference were agreed on 11 July 2018:

- To explore alternative methods of service delivery and contracting of services. To provide alternative business plan options for delivery through mutual or cooperative services.
- The group may use other Local Authority examples to examine models of service delivery and carry out peer reviews of services where appropriate.

Specific questions to be answered or concerns to be addressed

- **Current Position on Social Value**
Revisit the Council's agreed three themes / priorities relating to **Social Value** as resolved by Cabinet in July 2013 to determine if these are still relevant or whether there are new themes and priorities to be considered.
- **Extending the Council's commitment to Social Value**
Review the 2018 national Social Value Portal framework of Themes, Outcomes and Measures (TOMS) to explore implications for the Council's approach to Social Value within procurement and how the Council might **measure** the Social Value contributions and community benefits delivered by our partners, suppliers and contractors.
- **Alternative Methods of Service Delivery**
Review research into **alternative methods of service delivery** to determine potential options to be considered for Council services.

Relevance to the Strategic Plan and Corporate Priorities

The following Strategic Plan priorities would be supported by the Group:

- Growth – Ensuring all residents benefit from the growth of the borough
- Responsibility – Encouraging everyone to do their bit to make our borough even better
- Opportunity – Promoting and improving Colchester and its environment
- Wellbeing – Making Colchester an even better place to live and supporting those who need most help.

Key Stakeholders, Partners or other agencies involved

- Relevant CBC officers
- National Social Value Portal & Network – an “*online solution that allows organisations to measure and manage the contribution that their organisation and supply chain makes to society*”
- Cooperative Councils Innovation Network – “*a collaboration between local authorities committed to transforming the way they work with communities*”

- CLES (Centre For Local Economic Strategies) - an “*independent think and do tank realising progressive economics for people and place*”
- Research from the LGA, LGiU and Social Enterprise UK – see section 3
- Other stakeholders tbc.

Evidence and research to be gathered

See pages 3 – 5.

Timescales, Communications and Reporting

19 December 2018

Initial discussion and agreement to scope for the Task and Finish Group based on this scoping paper and key questions to be explored. Agree work programme for the rest of the municipal year, including expectations / agenda items for the January meeting and agreeing which witnesses could be approached to provide inputs and evidence.

January 2019 (date tbc)

Presentation on the key themes in scope, witness representations and debating the options.

Early February 2019 (date tbc)

Consolidation of work to date and agreement to recommendations to go before the Cabinet (prior to the deadline for submission of the draft report on 18 February).

Subject to the agreed scope these may cover two main areas:

1. The Council's approach to delivering Social Value through procurement
2. Options for alternative service delivery to be explored as part of the Council's overall approach to service improvement.

| | |
|--------------------------|---|
| Proposed Chairman | Councillor Martyn Warnes |
| Members | <ul style="list-style-type: none"> • Councillor Simon Crow • Councillor Cyril Liddy • Councillor Beverley Oxford • Councillor Dennis Willetts • Councillor Helen Chuah • Councillor Nick Cope |
| Lead Officer | Dan Gascoyne – Assistant Director, Policy and Corporate |

Collated feedback from current Group members

| | |
|--|--|
| Name of Task & Finish Group: | Alternative Methods of Service Delivery Task and Finish Group |
| Are the Group's Purpose and Terms of Reference clear and understood by its members? Are there any ways in which they could be improved? | |
| <p><i>Yes they were clear but over ambitious. Better early definition would help.</i></p> <p><i>The purpose and terms are clear. Unsure on how it can be improved.</i></p> | |
| What positive outcomes have come from the Group's work so far? [NB Recommendations that have been made will be compiled from meeting minutes and don't need to be listed here] | |
| <i>As per recommendations: some thoughtful progress. Cross Group working is always helpful. Members given an opportunity to influence policy..</i> | |
| Are there any changes in how the Group works which could make it more effective? | |
| <i>Perhaps meeting more frequently and/or email chains. The meetings are sparse and I am not sure what has been achieved so far.</i> | |
| What do you see your role and responsibilities as being, as a member of your task and finish group? | |
| <p><i>To help focus on practicality and delivery.</i></p> <p><i>My role is to create a general consensus and represent the views of my party group.</i></p> | |
| What are the end-point and final actions envisioned for your Task & Finish Group? When do you expect that your Group will conclude its work? | |
| <p><i>Unclear as yet.</i></p> <p><i>There is no real end-point as such, although things can be achieved rolling year on year. I.E when a contract ends and the group has found an alternative contract that could save the council money and/or be of more benefit to residents.</i></p> | |
| What recommendations or advice do you have for any task and finish groups which may be set up in the future? | |
| <p><i>Clarity as to end point in time.</i></p> <p><i>Unsure.</i></p> | |
| Please let us have any other comments that you wish to make about the Task and Finish Group. | |
| <i>Worth supporting but tight and time defined remit will help.</i> | |

Further information on the specific areas to be addressed [by the Alternative Methods of Service Delivery Task and Finish Group]:

1. Current Position on Social Value

*Revisit the Council's agreed three themes / priorities relating to **Social Value** as resolved by Cabinet in July 2013 to determine if these are still relevant or whether there are new themes and priorities to be considered (see below).*

See [CBC Social Value page](#) for current publication.

At the Cabinet meeting in July 2013, it was

RESOLVED that:

- (a) The Council's procurement process and guidance be amended to include a requirement to consider appropriate and relevant measures to address the impact on the local economy, the environment and compliance with the living wage at the pre-procurement stage of future procurements over the EU threshold.*
- (b) The key social value issues applicable to Colchester Borough Council will be those set out at paragraph. 4.7 of the Assistant Chief Executive's report. (as below)*

Following discussions at Leadership Team, the following three themes / priorities are recommended as those which should be taken into account when considering social value:

| Social Value Theme | Examples |
|------------------------------------|---|
| <i>Impact on local economy</i> | <i>Requirement to advertise employment opportunities locally Skills training / apprenticeships Use of local sub-contractors</i> |
| <i>Compliance with living wage</i> | <i>Subject to the decision on accreditation; relevant contractor employees would have to be paid at least the living wage (currently £7.49).</i> |
| <i>Environmental</i> | <i>Requirement to use low emission vehicles Eco-efficiency – doing more with less resource Reduce, reuse and recycle Increase in amenity Visual improvement</i> |

Questions to consider

- To what extent are these 2013 themes still relevant for 2019 and beyond, and how well do they align with [the Strategic Plan 2018-21](#)?
- Could the Council connect the various aspects of Social Value more clearly on the Council's website to reflect its importance to the organisation and its communities?

2. Extending the Council's commitment to Social Value

*Review the 2018 national [Social Value Portal](#) framework of Themes, Outcomes and Measures (TOMS) to explore implications for the Council's approach to Social Value within procurement and how the Council might **measure** the Social Value contributions and community benefits delivered by our partners, suppliers and contractors.*

In 2018 the Social Value Portal developed a National Themes, Outcomes and Measures (TOMS) framework.

The Framework has 5 main themes, with up to 35 measures. Individual measures are designed to be selected on a contract-by-contract basis to reflect relevance, suitability and proportionality:

- Jobs: Promote Local Skills and Employment
- Growth: Supporting Growth of Responsible Regional Business
- Social: Healthier, Safer and more Resilient Communities
- Environment: Protecting and Improving Our Environment
- Innovation: Promoting Social Innovation

To some extent, the 2013 themes are being addressed within current tendering processes and HR arrangements, eg [Current Vacancies](#), [Apprenticeships](#) and [Living Wage](#). Likewise, environmental issues are being picked up in a range of activities, eg [the Strategic Plan 2018-21](#), purchase of freighters with Euro 6 diesel engines, [the No Vehicle Idling Policy](#).

The Task and Finish Group could review the 2013 themes and update them for 2019 in line with the Social Value Portal TOMS. More could be done to the Council's website to refresh and connect the relevant content.

If resource was allocated, the Council could hold a "Meet the Buyer" event and produce good practice guidance aimed at local suppliers to inform how to identify and respond to tender opportunities to supplement the information currently provided on the Council's [Supplying the Council](#) page.

Questions to consider

- Should the TOMS framework approach be adopted for tenders and contracts?
- What other benefits and contributions should be considered that are outside the procurement process?

3. Alternative Methods of Service Delivery

*Review the research into **alternative methods of service delivery** to determine potential options to be considered for Council services.*

The following links provide some useful further information and research that the Task and Finish group might care to explore under this theme.

[Social enterprise, mutual, co-operative and collective ownership models](#)

LGA guide to employee-led organisations – see pages 11-15 for definitions, and the important TUPE/pensions considerations in section 4.

[LGiU Essential Guide: Public Service Mutuals](#) - overview for councillors and officers with an interest in or considering 'spinning out' their internal service teams into an external mutual organisation, and for councillors scrutinising existing mutuals.

[Public Service Mutuals: State of the Sector 2018](#) was produced by Social Enterprise UK for DCMS and provides a detailed study of the public service mutual market, with 70% of the sector interviewed. It covers achievements the industry has made so far, while also noting the challenging environment mutuals are operating in, and the key issues raised by those that run them.

[Briefing: Public Service Mutuals: State of the Sector 2018](#)

Questions to consider

- Having reviewed the research, does the Task and Finish Group have any suggestions for alternative methods of service delivery that would be a good match for the Council?
- Does the Task and Finish Group have any specific services in mind that would be deliverable in one of the above models?

Conservation and Environmental Sustainability Task and Finish Group

Membership: Eight

Meetings held: Three

Terms of Reference:

- To acknowledge our “Climate Emergency” and translate aspirations into actions.
- To explore methods of conservation of natural habitats and bio-diversity, whether through adapting existing practices and places or creating new ecologically diverse environments with sustainable practices built in.
- To encourage renewable energy generation and carbon footprint reduction in both the public and private sectors across the borough.
- To encourage environmental stewardship focusing on carbon footprint reduction by examining air quality, water quality, plastic and waste reduction and renewable energy generation in both public and private spheres across the borough.
- To explore and advise the Planning Service on environmental and sustainability measures to direct future development.

Membership: The membership should be between 7-8 permanent Councillor members. Guests and experts maybe invited to the Task and Finish Group as appropriate and agreed by members. The political breakdown will be: Liberal Democrat 2, Labour 2, Conservative 2, Highwoods Independents 1, Green Party 1.

Chairperson: The appointment of the Chair is for the Task and Finish group to agree at its initial meeting.

Reporting timescales: This group should report to Cabinet every 3-4 months. It may meet with greater frequency, as agreed by members.

Recommendations made:

| Date of Meeting | Recommendation |
|-----------------|--|
| 24 July 2019 | <i>RECOMMENDED TO CABINET</i> that resources be made available for the recruitment of an Environmental Project Support Officer to support the work of the Group. |
| 9 Sept 2019 | None |
| 28 Oct 2019 | <p><i>RECOMMENDED TO CABINET</i> that:-</p> <p>(a) Colchester Council commits to cease the use of glyphosate herbicides, by a phased approach based on the nature of the sites where herbicides are used, the need to encourage biodiversity where possible, and the availability of alternative sustainable practices.</p> <p>(b) Colchester Borough Council will work with other authorities, organisations and companies who use glyphosate herbicides within the borough to encourage them to cease their use of them.</p> |

| | |
|--------------------|--|
| 14 January 2020 | <p><i>RECOMMENDED TO CABINET</i> that:</p> <p>(a) The Climate Emergency Action Plan be approved, subject to the inclusion and clarification of Scope 3 elements to the section entitled “Scope of the Carbon Emission Target”.</p> <p>(b) The Climate Emergency Action Plan be kept under review and that the Council commit to a target in respect of additional Scope 3 emissions once measurement of this wider carbon footprint has been undertaken.</p> |
|--------------------|--|

Conservation and Environmental Sustainability Task and Finish Group Scoping Document

| | |
|--|---|
| Task & Finish Group Subject | Conservation and Environmental Sustainability |
| Start Date | 10 June 2019 |

| Terms of Reference |
|--|
| <p>At its meeting on 5 June 2019 Cabinet approved the establishment of the Conservation and Environmental Sustainability Task and Finish Group. The terms of reference as approved at the first meeting of the Group on 24 July 2019 were as follows:-</p> <p><i>To acknowledge our “Climate Emergency” and translate aspirations into actions.</i></p> <p><i>To explore methods of conservation of natural habitats and bio-diversity, whether through adapting existing practices and places or creating new ecologically diverse environments with sustainable practices built in.</i></p> <p><i>To encourage renewable energy generation and carbon footprint reduction in both the public and private sectors across the borough.</i></p> <p><i>To encourage environmental stewardship focusing on carbon footprint reduction by examining air quality, water quality, plastic and waste reduction and renewable energy generation in both public and private spheres across the borough.</i></p> |
| Specific questions to be answered or concerns to be addressed |
| <p>At its meeting on 17 July 2019 Council agreed a motion that identified possible actions for the Task and Finish Group. At its first meeting on 24 July 2019 the Group agreed these and added an additional action relating to advising the Planning Service on environmental and sustainability measures. :-</p> <ul style="list-style-type: none"> a) Commission an environmental audit which identifies pollution hotspots, wildlife biodiversity and environmental health issues, and an urban impact assessment with an aim to identify areas of improvement across the borough. b) Consult expert opinions in the field, as appropriate. c) Collaborate with regional and neighbouring local authorities, as well as communities, to encourage practical measures to reduce emissions, reduce carbon footprints and develop community-based renewable energy projects. d) Encourage all sectors of the economy across the borough to take step to reduce waste and become carbon neutral. e) To explore and advise the Planning Service on environmental and sustainability measures to direct future development. f) Develop a roadmap for Colchester Borough Council to go carbon neutral by 2030. g) Report to Cabinet and Full Council within six months with an action plan setting out conservation and environmental sustainability goals to address staged targets by 2030; incorporating proposals on the investment implications of this proposed activity. |
| Relevance to the Strategic Plan and Corporate Priorities |
| <p>The following Strategic Plan priorities would be supported by the Task and Finish Group</p> |

Opportunity – Encourage green technologies through green initiatives such as SMART Cities

Wellbeing - Help residents adopt healthier lifestyles by enabling the provision of excellent leisure facilities and beautiful green spaces, countryside and beaches.

Key Stakeholders, Partners or other agencies involved

Provide clear details of key stakeholders, partners and other agencies involved. How these partners are going to be involved in the project and the communication strategy.

Evidence and research to be gathered

Note details of evidence to be gathered to support the project, including site visits, consultation exercise or any other forms of engagement required.

Timescales, Communications and Reporting

It was agreed that the Group should report to Cabinet every three- four months.

The motion agreed at Council specified that the Group should report to Cabinet and Full Council within six months with an action plan setting out conservation and environmental sustainability goals to address targets by 2030; incorporating proposals on the investment implications of this proposed activity.

| | |
|---------------------|---|
| Chairman | Councillor Cory |
| Members | Councillor Peter Chillingworth (Conservative) Councillor Robert Davidson (Conservative) Councillor Mark Goacher (Green) Councillor Mike Lilley (Labour) Councillor Andrea Luxford Vaughan (Liberal Democrats) Councillor Beverley Oxford (Highwoods) Councillor Lorcan Whitehead (Labour) |
| Lead Officer | Rory Doyle |

Collated feedback from current Group members

| | |
|---|--|
| Name of Task & Finish Group: | Conservation and Environmental Sustainability Task and Finish Group |
| Are the Group's Purpose and Terms of Reference clear and understood by its members? Are there any ways in which they could be improved? | |
| <p><i>I think they are clear and give the group a good sense of its remit.</i></p> <p><i>I felt they were too long-winded. Could have been briefer.</i></p> | |
| What positive outcomes have come from the Group's work so far? [NB Recommendations that have been made will be compiled from meeting minutes and don't need to be listed here] | |
| <p><i>The group has received briefings from a range of experts and members of the local community which has helped to increase members' understanding of the ways in which the Council can improve environmental sustainability. It has commissioned an audit which will be helpful for informing future actions. It has made a range of recommendations to cabinet</i></p> <p><i>Climate Change Action Plan.</i></p> | |
| Are there any changes in how the Group works which could make it more effective? | |
| <p><i>Better support from some members.</i></p> | |
| What do you see your role and responsibilities as being, as a member of your task and finish group? | |
| <p><i>To inform myself of the issues both by reading briefing materials and doing independent research so that I can contribute to the discussions in the group, and to help make collective decisions which fulfil the aims that the group has been established to achieve. To challenge the group to be ambitious in its aims, and to critically assess the information we are provided with.</i></p> <p><i>As Vice Chairman, support the Chairman. As member, play active part, ideas, push forward.</i></p> | |
| What are the end-point and final actions envisioned for your Task & Finish Group? When do you expect that your Group will conclude its work? | |
| <p><i>The group is in the process of producing its final report to cabinet and will conclude its work soon. The group had a clear remit of reporting to cabinet within 6 months though it was less clear how the ongoing work arising from the group's activity will be overseen so this remains to be discussed by the group.</i></p> <p><i>Mainly producing the Action Plan for Cabinet in six months, fulfil the other items of the terms of reference.</i></p> | |
| What recommendations or advice do you have for any task and finish groups which may be set up in the future? | |

Focus on clear terms of reference. Don not be too ambitions with limited time and officer resource.

I think we have benefited from having a clear remit, with concrete actions we were required to carry out, and a clear timeframe for doing so. I would recommend that other groups have similarly clear remits and timeframes to keep their work focused.

Please let us have any other comments that you wish to make about the Task and Finish Group.

Task & Finish Group Set-Up Details

| FOR LEAD OFFICER TO COMPLETE | |
|---|--|
| Title of the Task & Finish Group | |
| Reporting to which committee | |
| Reason for creation of a task and finish group | |
| Lead Service / Officer supporting the group | |
| Terms of Reference for the group | |
| Specific areas (if any) excluded from the remit of the group | |
| Anticipated specific outcomes | |
| Number of Members and Suggested Member representation | |
| Details of any co-opted members | |
| Start and anticipated end date of the group | |
| Meeting frequency and timing | |
| Location of meetings | |
| How will outcomes be reported and frequency of reporting | |
| Any consultation requirements | |
| Will the agendas / meeting notes be available on the Council's website? | |
| Any other issues to consider | |
| | |
| FOR DEMOCRATIC SERVICES TO COMPLETE | |
| Minute reference authorising creation of group | |
| Allocated Democratic Officer | |
| Agreed member representation | |

5 February 2020

| | | | |
|----------------|---|--------|-------------|
| Report of | Assistant Director – Corporate and Improvement Services | Author | Owen Howell |
| Title | Work Programme 2019-20 | | ☎ 282518 |
| Wards affected | Not applicable | | |

1. Executive Summary

- 1.1 This report sets out the current Work Programme 2019-2020 for the Scrutiny Panel. This provides details of the reports that are scheduled for each meeting during the municipal year.

2. Action Required

- 2.1 The Panel is asked to consider and approve the contents of the Work Programme for 2019-2020.

3. Background Information

- 3.1 The Panel's work programme evolves as the Municipal Year progresses and items of business are commenced and concluded. At each meeting the opportunity is taken for the work programme to be reviewed and, if necessary, amended according to current circumstances. The current work programme for 2019-20, is included at the end of the report.
- 3.2 The Forward Plan of Key Decisions is included as part of the work programme for the Scrutiny Panel, and this is included an **Appendix A**.

4. Standard References

- 4.1 There are no particular references to publicity or consultation considerations; or financial; equality, diversity and human rights; community safety; health and safety, environmental and sustainability or risk management implications.

5. Strategic Plan References

- 5.1 Good governance is integral to the delivery of the Strategic Plan's priorities and direction for the Borough as set out under the four themes of growth, responsibility, opportunity and wellbeing.
- 5.2 The Council recognises that effective local government relies on establishing and maintaining the Public's confidence, and that setting high standards of self-governance provides a clear and demonstrable lead. Effective governance underpins the implementation and application of all aspects of the Council's work.

Appendices

Appendix A – Forward Plan of Key Decisions – 1 February 2020 to 31 May 2020.

Work Programme for 2019/20

| |
|---|
| |
| Scrutiny Panel meeting - 11 June 2019 |
| Scrutiny Panel Chairman's briefing – 6 June 2019 |
| <ol style="list-style-type: none"> 1. North Essex Garden Communities 2. Financial Monitoring Report End of Year – 2018/19 3. Capital Expenditure Monitor 2018/19 4. Year End 2018/19 Performance Report including the Strategic Plan Action Plan 2018-21 5. Work Programme 2019-20 |
| Scrutiny Panel meeting - 16 July 2019 |
| Scrutiny Panel Chairman's briefing – 11 July 2019 |
| <ol style="list-style-type: none"> 1. 2020/21 Budget Strategy, Medium Term Financial Forecast and Budget Timetable 2. Treasury Management – Annual Report 3. Annual Scrutiny Report 4. Bus Review: Further Actions. 5. Work Programme 2019-20 |
| Scrutiny Panel meeting - 6 August 2019 |
| Scrutiny Panel Chairman's briefing – 1 August 2019 |
| <ol style="list-style-type: none"> 1. Review of Colchester Borough Homes Performance 2018/19 2. Colchester Business Improvement District 3. Work Programme 2019-20 |
| Scrutiny Panel meeting – 29 August 2019 |
| Scrutiny Panel Chairman's briefing – 27 August 2019 |
| <ol style="list-style-type: none"> 1. Pre-scrutiny of draft NEGC Ltd Business Plan 2. Work Programme 2019-20 |
| Scrutiny Panel (Crime and Disorder Committee) - 12 September 2019 |
| Scrutiny Panel Chairman's briefing – 5 September 2019 |
| <ol style="list-style-type: none"> 1. Safer Colchester Partnership (Crime and Disorder Committee) 2. Work Programme 2019-20 |
| Scrutiny Panel – 15 October 2019 |
| Scrutiny Panel Chairman's Briefing – 10 October 2019 |
| <ol style="list-style-type: none"> 1. Local Council Tax Support – Year 2020/21 (Provisional) 2. Business Rate retention and future arrangements. 3. Work Programme 2019-20 |

| |
|--|
| Scrutiny Panel meeting - 12 November 2019 |
| Scrutiny Panel Chairman's briefing – 7 November 2019 |
| <ol style="list-style-type: none"> 1. 2019-20 Revenue Monitor, period April – September 2. 2019-20 Capital Monitor, period April – September 3. Colchester Borough Council's approach and preparations for Brexit 4. Work Programme 2019-20 |
| Scrutiny Panel meeting - 10 December 2019 |
| Scrutiny Panel Chairman's briefing – 4 December 2019 |
| <ol style="list-style-type: none"> 1. Half Year 2019 - 2020 Performance Report including progress on Strategic Plan Action Plan 2. Budget Strategy for 2020-21 3. Colchester Commercial Holdings Ltd 4. Work Programme 2019-20 |
| Scrutiny Panel meeting - 28 January 2020 |
| Scrutiny Panel Chairman's briefing – 23 January 2019 |
| <ol style="list-style-type: none"> 1. 2020-21 Revenue Budget, Capital Programme, Medium Term Financial Forecast, Housing Revenue Accounts Estimate and Housing Investment Programme (Pre-scrutiny of Cabinet Decision) 2. Treasury Management Investment Strategy 3. Pre-scrutiny of the Environmental Sustainability Task and Finish Group reports to Council and Cabinet 4. Pre-decision scrutiny of the Council's draft Parking Policy 5. Corporate Key Performance Indicator Targets for 2020-21 6. Colchester Borough Homes: Key Performance Indicator Targets for 2020-21 7. Work Programme 2019-20 |
| Scrutiny Panel meeting – 5 February 2020 |
| Scrutiny Panel Chairman's briefing – 30 January 2019 |
| <ol style="list-style-type: none"> 1. Scrutiny of Task and Finish Groups 2. Work Programme 2019-20 |
| Scrutiny Panel meeting - 17 March 2020 |
| Scrutiny Panel Chairman's briefing – 12 March 2019 |
| <ol style="list-style-type: none"> 1. Colchester Business Improvement District 2. North East Essex Health and Wellbeing Alliance 3. Paperless working – Scrutiny Panel report to Cabinet 4. Work Programme 2019-20 |
| Scrutiny Panel (Crime and Disorder Committee) – 23 March 2020 |
| Scrutiny Panel Chairman's briefing – 18 March 2020 |
| <ol style="list-style-type: none"> 1. Safer Colchester Partnership (Crime and Disorder Committee) 2. Work Programme 2019-20 |

COLCHESTER BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS 1 February 2020 – 31 May 2020

During the period from 1 February 2020 – 31 May 2020* Colchester Borough Council intends to take 'Key Decisions' on the issues set out in the following pages. Key Decisions relate to those executive decisions which are likely to either:

- result in the Council spending or saving money in excess of £500,000; or
- have a significant impact on communities living or working in an area comprising two or more wards within the Borough of Colchester.

This Forward Plan should be seen as an outline of the proposed decisions and it will be updated on a monthly basis. Any questions on specific issues included on the Plan should be addressed to the contact name specified in the Plan. General queries about the Plan itself should be made to Democratic Services (01206) 507832 or email democratic.services@colchester.gov.uk

The Council invites members of the public to attend any of the meetings at which these decisions will be discussed and the documents listed on the Plan and any other documents relevant to each decision which may be submitted to the decision taker can be viewed free of charge although there will be a postage and photocopying charge for any copies made. *All decisions will be available for inspection at the Library and Community Hub, Colchester Central Library, 21 Trinity Square, Colchester and they are also published on the Council's website, www.colchester.gov.uk*

If you wish to request details of documents regarding the 'Key Decisions' outlined in this Plan please contact the individual officer identified.

If you wish to make comments or representations regarding the 'Key Decisions' outlined in this Plan please submit them, in writing, to the Contact Officer highlighted two working days before the date of the decision (as indicated in the brackets in the date of decision column). This will enable your views to be considered by the decision taker.

Contact details for the Council's various service departments are incorporated at the end of this plan.

If you need help with reading or understanding this document please take it to the Library and Community Hub, Colchester Central Library, 21 Trinity Square, Colchester or telephone (01206) 282222 or textphone users dial 18001 followed by the full number that you wish to call and we will try to provide a reading service, translation or other formats you may need.

*The Forward Plan also shows decisions which fall before the period covered by the Plan but which have not been taken at the time of the publication of the Plan.

| KEY DECISION REQUIRED | DOES DECISION INCLUDE EXEMPT INFORMATION (or information defined by the Government as Confidential) | DATE OF DECISION or PERIOD DECISION TO BE TAKEN | DECISION MAKER (title and name, including Cabinet, portfolio holders and officers) | DOCUMENTS SUBMITTED OR TO BE SUBMITTED TO DECISION TAKER TO CONSIDER (and from where they are available) | CONTACT DETAILS FROM WHICH DOCUMENTS CAN BE OBTAINED (name of the authors of the reports) |
|---|---|---|---|--|---|
| Housing Revenue Account Fees and Charges 2020-2021 To agree the Housing Revenue Account fees and charges for 2019-2020 | No | January 2020 | Portfolio Holder for Housing Councillor Adam Fox. Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Portfolio Holder report | Geoff Beales Client Services Manager 01206 506514 geoff.beales@colchester.gov.uk |
| 2020/21 General Fund Revenue Budget, Capital Programme and Medium Term Financial Forecast – Cabinet will consider the 2020/21 General Fund Revenue Budget and make a recommendation to Council. | No | 29 January 2020 | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King. Lilley and Luxford Vaughan) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report | Paul Cook Finance Manager 01206 505861 Paul.cookx@colcehster.gov.uk |

| KEY DECISION REQUIRED | DOES DECISION INCLUDE EXEMPT INFORMATION (or information defined by the Government as Confidential) | DATE OF DECISION or PERIOD DECISION TO BE TAKEN | DECISION MAKER (title and name, including Cabinet, portfolio holders and officers) | DOCUMENTS SUBMITTED OR TO BE SUBMITTED TO DECISION TAKER TO CONSIDER (and from where they are available) | CONTACT DETAILS FROM WHICH DOCUMENTS CAN BE OBTAINED (name of the authors of the reports) |
|---|---|---|---|--|---|
| Housing Revenue Account Estimates 2020/21 To approve the HRA Estimates 2020/21 | No | 29 January 2020 | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King. Lilley and Luxford Vaughan) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report | Darren Brown Finance Manager Darren.brown@colchester.gov.uk (01206) 282891 |
| Housing Investment Programme (HIP) 2020/21 To approve the Housing Investment Programme for 2020/21. | No | 29 January 2020 | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King. Lilley and Luxford Vaughan) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report | Darren Brown Finance Manager Darren.brown@colchester.gov.uk (01206) 282891 |

| KEY DECISION REQUIRED | DOES DECISION INCLUDE EXEMPT INFORMATION (or information defined by the Government as Confidential) | DATE OF DECISION or PERIOD DECISION TO BE TAKEN | DECISION MAKER (title and name, including Cabinet, portfolio holders and officers) | DOCUMENTS SUBMITTED OR TO BE SUBMITTED TO DECISION TAKER TO CONSIDER (and from where they are available) | CONTACT DETAILS FROM WHICH DOCUMENTS CAN BE OBTAINED (name of the authors of the reports) |
|---|---|---|---|--|--|
| CCTV Upgrades | Yes | 29 January 2020 | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King. Lilley and Luxford Vaughan) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report | Andrew Tyrrell Client Services Manager 01206 282390 Andrew.tyrrell@colchester.gov.uk |
| Climate Emergency Action Plan - Cabinet will consider the recommendations from the Conservation and Environment Sustainability Task and Finish Group | No | 29 January 2020 | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King. Lilley and Luxford Vaughan) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report | Richard Block Assistant Director, Environment 01206 506825 richard.block@colchester.gov.uk |

| KEY DECISION REQUIRED | DOES DECISION INCLUDE EXEMPT INFORMATION (or information defined by the Government as Confidential) | DATE OF DECISION or PERIOD DECISION TO BE TAKEN | DECISION MAKER (title and name, including Cabinet, portfolio holders and officers) | DOCUMENTS SUBMITTED OR TO BE SUBMITTED TO DECISION TAKER TO CONSIDER (and from where they are available) | CONTACT DETAILS FROM WHICH DOCUMENTS CAN BE OBTAINED (name of the authors of the reports) |
|--|---|---|--|--|---|
| Colchester Events Policy | No | 29 January 2020 | <p>Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King. Lilley and Luxford Vaughan)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p> | Cabinet report, draft Events Policy | <p>Andrew Tyrrell Client Services Manager 01206 282390 Andrew.tyrrell@colchester.gov.uk</p> |
| Award of Housing Adaptations Contract | Yes | 29 January 2020 | <p>Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King. Lilley and Luxford Vaughan)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p> | Cabinet report | <p>Clare Lawrance Client Asset Manager 01206 282506 Clare.lawrance@colchester.gov.uk</p> |

| KEY DECISION REQUIRED | DOES DECISION INCLUDE EXEMPT INFORMATION (or information defined by the Government as Confidential) | DATE OF DECISION or PERIOD DECISION TO BE TAKEN | DECISION MAKER (title and name, including Cabinet, portfolio holders and officers) | DOCUMENTS SUBMITTED OR TO BE SUBMITTED TO DECISION TAKER TO CONSIDER (and from where they are available) | CONTACT DETAILS FROM WHICH DOCUMENTS CAN BE OBTAINED (name of the authors of the reports) |
|--|---|---|---|--|---|
| Utilising the Housing Revenue Account Estate for Broadband, Facilitating Inward Investment | No | 29 January 2020 | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King, Lilley and Luxford Vaughan) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report | Andrew Tyrrell Client Services Manager 01206 282390 Andrew.tyrrell@colchester.gov.uk |
| The award of contracts for utility (Mains electrical supply) works related to “The Walk” and Colchester Northern Gateway | Yes | February 2020 | Portfolio Holder for Business and Resources, Councillor David King Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Portfolio Holder report | Andrew Tyrrell Client Services Manager 01206 282390 Andrew.tyrrell@colchester.gov.uk |

| KEY DECISION REQUIRED | DOES DECISION INCLUDE EXEMPT INFORMATION (or information defined by the Government as Confidential) | DATE OF DECISION or PERIOD DECISION TO BE TAKEN | DECISION MAKER (title and name, including Cabinet, portfolio holders and officers) | DOCUMENTS SUBMITTED OR TO BE SUBMITTED TO DECISION TAKER TO CONSIDER (and from where they are available) | CONTACT DETAILS FROM WHICH DOCUMENTS CAN BE OBTAINED (name of the authors of the reports) |
|---|---|---|---|--|--|
| Award of contract for leased ICT equipment under Delegated Authority | No | March 2020 | Portfolio Holder for Business and Resources, Councillor David King Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Portfolio Holder report | Kieran Johnston Strategic ICT Manager 01206 507880 Kieran.johnston@colchester.gov.uk |
| Award of Contract for the Colchester Northern Gateway Heat Network | Yes | 11 March 2020 | Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King, Lilley and Luxford Vaughan) Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk | Cabinet report | Andrew Tyrrell Client Services Manager 01206 282390 Andrew.tyrrell@colchester.gov.uk |

| KEY DECISION REQUIRED | DOES DECISION INCLUDE EXEMPT INFORMATION (or information defined by the Government as Confidential) | DATE OF DECISION or PERIOD DECISION TO BE TAKEN | DECISION MAKER (title and name, including Cabinet, portfolio holders and officers) | DOCUMENTS SUBMITTED OR TO BE SUBMITTED TO DECISION TAKER TO CONSIDER (and from where they are available) | CONTACT DETAILS FROM WHICH DOCUMENTS CAN BE OBTAINED (name of the authors of the reports) |
|--|--|--|--|---|--|
| Matters relating to land transfer at Northern Gateway | Yes | 11 March 2020 | <p>Cabinet (Cllrs Cory, J Young, Fox, Goss, Higgins, King. Lilley and Luxford Vaughan)</p> <p>Please contact via Democratic Services (01206) 507832 email: democratic.services@colchester.gov.uk</p> | Cabinet report | <p>Ian Vipond Assistant Director, Policy and Place 01206 282717 ian.vipond@colchester.gov.uk</p> |

**CONTACT ADDRESSES
FOR
COLCHESTER BOROUGH COUNCIL**

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